

अण्डमान तथा  
Andaman And



निकोबार राजपत्र  
Nicobar Gazette

असाधारण

EXTRAORDINARY

प्राधिकार से प्रकाशित

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No. 259, Port Blair, Monday, October 8, 2012

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ANDAMAN AND NICOBAR ADMINISTRATION

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### NOTIFICATION

Port Blair, dated the 8<sup>th</sup> October, 2012

No. 249/2012/F.No.42-743/2012-TR.—In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, read with the Government of India, Ministry of Home Affairs, New Delhi Notification No.U-14939/2/83-ANL dated 21.02.1985 and in supersession of this Administration's Notification No. 83/2012/F.No. 42-743/2012-TR dated 27.04.2012, the Lieutenant Governor (Administrator), Andaman and Nicobar Islands hereby makes the following rules regulating the method of recruitment to the post of Sub Divisional Officer in the Andaman Labour Force of Port Management Board, Andaman and Nicobar Administration, namely:-

#### **1. SHORT TITLE AND COMMENCEMENT :**

- (i) These Rules may be called the Andaman and Nicobar Administration [Sub Divisional Officer in the Andaman Labour Force under the Port Management Board] Recruitment Rules, 2012.
- (ii) They shall come into force on the date of their publication in the Official Gazette.

#### **2. NUMBER OF POSTS, CLASSIFICATION AND SCALE OF PAY :**

The number of posts, their classification and scale of pay attached thereto shall be as specified in paras 2 to 4 of the Schedule annexed hereto.

#### **3. METHOD OF RECRUITMENT, AGE LIMIT AND QUALIFICATIONS :**

The method of recruitment, age limit, qualifications and other matters relating to the said posts shall be as specified in paras 5 to 14 of the said Schedule.

#### **4. DISQUALIFICATION :**

No person—

- (a) who has entered into or contracted a marriage with a person having a spouse living, or
- (b) who, having a spouse living, has entered into or contracted a marriage with any person,

shall be eligible for appointment to the said post:

Provided that the Lieutenant Governor (Administrator), Andaman and Nicobar Islands may, if satisfied, that such marriage is permissible under the personal law applicable to such persons and other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

**5. POWERS TO RELAX :**

Where the Lieutenant Governor (Administrator), Andaman and Nicobar Islands is of the opinion that it is necessary or expedient so to do, he may, by order and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

**6. SAVING :**

Nothing in these rules shall effect reservation, relaxation of age limit and other concessions required to be provided for candidates belonging to Scheduled Castes, Scheduled Tribes and other specified categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

**Lt. General (Retd.) Bhopinder Singh**  
LIEUTENANT GOVERNOR,  
Andaman and Nicobar Islands.

By order and in the name of the Lieutenant Governor,

Sd./-  
**(Abdul Hamid)**  
Assistant Secretary (Shipping)

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**SCHEDULE**

1	Name of post	<b>Sub Divisional Officer</b>
2	No. of posts	04 (Four)* 2012 *Subject to variation dependent on the workload
3	Classification	General Central Services Group 'B' (Non-Gazatted) (Non-Ministerial)
4	Pay Band/Grade Pay/Pay Scale	PB-2 ` 9300 - 34800 Grade Pay ` 4200
5	Whether Selection post or Non-Selection post ?	Selection
6	Age limit for direct recruits	Not exceeding 30 years (Relaxable for Government Servants upto 5 years in accordance with the instructions or orders issued by the Central Government) <b>Note:</b> The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&K State, Lahual & Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Islands or Laskhadweep)
7	Educational and other qualifications required for direct recruits.	<b>Essential:</b> Degree from a recognized University. <b>Desirable:</b> One year Diploma in Computer Application
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	No
9	Period of probation, if any	Two years
10	Method of recruitment, whether by direct or by promotion or by deputation / transfer and percentage of the posts to be filled by various methods	50% by promotion failing which by deputation and 50% by direct recruitment
11	In case of recruitment by promotion / deputation / transfer, grades from which promotion/ deputation/transfer is to be made	<b>Promotion:</b> From amongst the Labour Supervisor (Grade-I) of ALF in the pay scale PB-1 of ` 5200 – 20200 plus Grade Pay ` 2400 with 10 years regular service in the grade
12	If a DPC exists, what is its composition?	<b>Group 'B' DPC for considering cases of Promotion/Confirmation, consisting of :</b> 1. Secretary (Shipping) : Chairman 2. Chief Port Administrator, Port Management Board : Member 3. Harbour Master, PMB : Member 4. Controller, ALF : Member
13	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
14	Duties & Responsibilities	Annexed

**ANNEXURE TO SCHEDULE**

1. In charge of the respective Sub Division where he is posted.
2. Directly responsible to the Officer-in-Charge i.e. Manager (Steve) / Controller, ALF for his day-to-day Stevedoring/Cargo Operation as well as Mooring/ Unmooring operation.
3. Responsible to ensure proper discipline amongst the workers under his control and also that the Supervisors are attending to their duties timely.
4. He shall countercheck and maintain proper attendance, for grant of Night Duty Allowance, additional wages and incentive register without any error as per the attendance role and work performed and shall submit to the CALF for timely payment of wages & allowances.
5. He shall ensure that bill for the gang hire charges are preferred timely for realizing the payment from the user concerned.
6. He is responsible to maintain the leave account of the workers under his control and ensure that no excess leave is granted to them at any moment.
7. He shall ensure that the workers have to attend their duty in proper uniform and wear safety Shoe / Helmet during the duty time and also ensure that the stevedoring/cargo operation & Mooring/Unmooring entrusted to them is done properly and efficiently.
8. To maintain the schedule of the vessels by timely unloading / loading of cargo.
9. During the arrival & departure of the vessel he has to communicate with the Port Control Tower and coordinate with the Pilot Officer for smooth movement of the vessel.
10. He shall coordinate with the Pilot for safe Mooring and Unmooring of the vessels at the respective berth/wharf/jetty.
11. To maintain absolute integrity among the labourers and to ensure that no theft/pilferage is taken place while cargo handling.
12. To maintain cordial relation with ship's official for timely discharge of cargo without any hindrance. Similarly to maintain relation with the shore staff viz. Wharf Superintendent, Shed Master, Tally Clerk & AHW personnel etc. equally for smooth cargo operation.
13. He shall maintain proper records for the cargo handled during the shift and to communicate the Facts and Figures to all the concerned periodically in the format prescribed by PMB/A&N Administration/Govt. of India.
14. He shall ensure that Gears are used properly as per requirement and returned safely on completion of the stevedoring/cargo operation.
15. To conduct survey for broken / damaged cargo on board the vessel along with the Chief Officer of the respective vessel and to submit the report duly authenticated by the ship's Chief Officer to CALF's Office/PMB for further course of action.
16. To ensure safety while handling hazardous materials and to protect the personnels from any accident.
17. To obtain stowage plan from the Chief Officer well before loading and cargo manifest before unloading and ensure work force are deployed according to the requirement.
18. To obtain hatch safety certificate from the Master / Chief Officer before unloading/ loading of cargo.